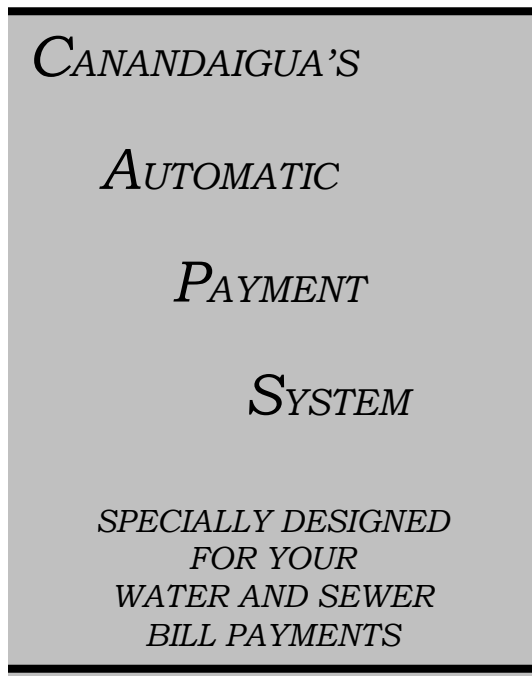


Enjoy the convenience of our **free** service - CAPS

Canandaigua's Automatic Payment System



*Now you can have your water and sewer payment automatically deducted from your bank account each quarter at no charge.*

- ❖ **SAVE TIME AND MONEY!**  
*No Check - No Stamp - No Envelope*
- ❖ **EFFICIENT PAYMENT METHOD!**  
*No worries about late payments or late fees! Your bill will always be paid on time, even if you are vacationing or away on business.*
- ❖ **STATEMENTS FOR RECORD KEEPING!**  
*Quarterly bills will still be mailed to you for your review and record keeping. If you have any questions about your bill, you may contact a representative before the deduction is made on the 20<sup>th</sup> of the month.*
- ❖ **IT'S EASY!**  
*Just complete the form below, enclose a voided check or deposit slip and return it to the City Clerk/Treasurer's Office at 2 North Main Street, Canandaigua 14424*

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Canandaigua's Automatic Payment System (CAPS) – Authorization Form

I authorize the City of Canandaigua to begin electronic deductions from my bank account for payment of my water/sewer quarterly bills on the 20<sup>th</sup> of the month in which the bill is due. I will notify the City if I change banks or account numbers by mailing in a new voided check or deposit slip. I must notify the City in writing to change or cancel this service. Transfers will begin the quarterly payment immediately following this notice.

Customer Name (exactly as it appears on water/sewer bill) \_\_\_\_\_ Customer Name (exactly as it appears on bank account) \_\_\_\_\_

Address \_\_\_\_\_

Bank Name \_\_\_\_\_

Telephone # \_\_\_\_\_

Account Number \_\_\_\_\_

Water/Sewer Account Number \_\_\_\_\_

Signature \_\_\_\_\_

Please print all information and return this portion with your bill payment. **A VOIDED CHECK OR DEPOSIT SLIP MUST ACCOMPANY THIS REQUEST.** If you have any questions or concerns regarding Canandaigua's Automatic Payment System (CAPS), please call the Clerk/Treasurer's Office at (585) 396-5000 ext. 5015.